Memorandum

To: All Faculty

CC: Richard Carty, Principal

From: Pat Mulroy, Assistant Principal

Date: 10/10/2003

Re: Color-coded passes

Thank you for all your cooperation in helping us establish the color-coded passes for each floor. These passes help in identifying where the students are coming from and where they are going.

Starting immediately and in addition to using your color-coded pass, you will have a RED pass to use for the NURSE only, and a YELLOW pass to be used for main office and guidance office. You are now responsibly for three passes. The cost of replacement if lost or stolen will be $5.00.

If you have any questions, please call the main office.